



Administration for Children and Families

Office of Head Start

National Center on Early Childhood Development, Teaching and Learning

HHS-2015-ACF-OHS-HC-0996

Application Due Date: 07/20/2015

National Center on Early Childhood Development, Teaching and Learning

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**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Head Start
Funding Opportunity Title: National Center on Early Childhood Development, Teaching and Learning
Announcement Type: Initial
Funding Opportunity Number: HHS-2015-ACF-OHS-HC-0996
Primary CFDA Number: 93.600
Additional CFDA Number: 93.575
Due Date for Applications: **07/20/2015**

Executive Summary

Notices:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <http://www.acf.hhs.gov/grants/howto>.**

The Administration for Children and Families (ACF) announces the availability of approximately \$14 million to be competitively awarded for the purpose of operating a National Center on **Early Childhood Development, Teaching, and Learning (NC ECDL)**. The NC ECDL will develop and manage resources and provide training and technical assistance (T/TA) in a coordinated and collaborative manner to assist early childhood programs to promote school readiness for infants, toddlers and preschool children (birth to 5) across all settings and program options.

The NC ECDL will be awarded as part of a group of six National Centers.

I. Program Description

Statutory Authority

Funding is authorized by Section 648 of the Improving Head Start for School Readiness Act of 2007, 42 U.S.C. 9843 and Sections 658G(e) and 658I(a)(3) of the Child Care and Development Block Grant Act (CCDBG), as amended by the CCDBG Act of 2014, Pub. L. 113-186, which are to be codified at 42 U.S.C. 9858e(e) and 42 U.S.C. 9858g(a)(3).

Description

The following overview provides information on the ACF vision for early childhood as well as early care and education programs and their associated technical assistance systems.

OVERVIEW FOR ACF VISION OF EARLY CARE AND EDUCATION

Evidence continues to mount that children's earliest experiences have a profound influence on later success. Great changes occur in the developing brain in the early years of life, influenced by both genetic

contributions and environmental experiences. Nurturing and stimulating care given in the early years builds optimal brain architecture that allows children to maximize their potential for learning. Interventions in the first years of life are capable of altering the course of development and shift the odds for those at risk of poor outcomes toward more adaptive outcomes.

To meet the needs of our nation's most vulnerable children and families, the early care and education programs administered by ACF are designed to both provide enriching early childhood experiences that promote the long-term success of children and assist low-income working parents with the cost of child care. In partnership with families, all early care and education programs should meet children's needs and support age-appropriate progress across domains of language and literacy development; cognition and general knowledge; approaches to learning; physical health and well-being and motor development; and social and emotional development that will improve readiness for kindergarten. HS/EHS, and child care programs aim to support the ability of parents, program leaders, early childhood educators, and other community members to interact positively with children in stable, nurturing, and stimulating environments to help create a sturdy foundation for later school achievement, economic productivity, and responsible citizenship.

ACF strives to achieve the following goals in all of our early childhood programs:

- Build successful Early Learning and Development Systems across Head Start, child care, and pre-Kindergarten;
- Promote high quality and accountable early care and education programs for all children;
- Improve the health and safety of early care and education settings;
- Ensure an effective early childhood workforce;
- Improve the physical, developmental, mental health, and social well-being of children in early care and education settings;
- Promote family engagement and support in a child's development with the recognition that parents are their children's primary teachers and advocates; and
- Build on the strengths and address the needs of culturally and linguistically diverse children and families.

While our vision for what all children need to grow up healthy, happy, and successful is the same for all children and families, ACF policies and funding structures can vary. The following brief descriptions of federal HS/EHS and child care programs are offered to provide clarity.

OVERVIEW OF HEAD START AND EARLY HEAD START

HS/EHS are two-generation child development and family support programs that serve pregnant women, young children from birth to age 5, and their families. OHS provides grants to local public and private non-profit and for-profit agencies to provide comprehensive services to predominately economically disadvantaged children and their families. Since its beginning in 1965, HS/EHS grantees have served more than 30 million children across the nation. In Fiscal Year (FY) 2013, HS/EHS provided funding to approximately 1,668 grantees to serve 1,129,805 children and families, a number that included more than 150,000 infants and toddlers.

Grantees are required to serve children and families with the greatest need and enrollment priority is given to special populations including children who live in foster care, children with disabilities, and children and families who are homeless. Programs are also designed to recruit, reflect, and support the cultures and languages of the children, families, and communities served. Among the populations served are migrant and seasonal farmworker families and children as well as children and families from tribal nations and organizations.

HS/EHS programs meet the unique needs of the children and families in their communities through a variety of program options. These options include center-based, family child care (FCC), home-based, and/or combination program option with program years that range from 6 weeks for some Migrant and Seasonal programs to 9 or 12 month years for HS programs and full-day/full-year services for EHS

programs. In recent years, an increased number of HS grantees offer a full-day, full-year program option, often through collaborations with local child care providers in order to help meet the child care needs of parents who are either working or in job training.

HS/EHS programs emphasize family engagement because of the critical role that parents play in supporting their children's healthy development, learning, and ongoing school success. Effective HS programs engage parents in their children's learning and help parents make progress toward their educational, literacy, and employment goals. Programs also emphasize the significant involvement of parents in the administration of local programs. These leadership opportunities are designed to strengthen skills that parents can apply to improving their family's economic well-being and to becoming more effective advocates for their children.

OVERVIEW OF THE CHILD CARE DEVELOPMENT FUND

Serving families and children under age 13, the Office of Child Care (OCC) administers the \$5.3 billion Child Care Development Fund (CCDF) program and works with state, territory, and tribal governments to provide support for low-income families and their children in finding affordable, high-quality child care. Child care is provided through a broad array of public, private, for-profit, and not-for-profit programs and providers. Serving more than 12 million U.S. children, there are approximately 107,000 licensed child care centers and 135,000 licensed FCC homes. Roughly, 1.5 million children and families receive a child care subsidy from CCDF each month. In 2013, approximately 100,000 child care centers and 300,000 home-based child care providers served children receiving CCDF subsidies.

While the majority of CCDF dollars are disseminated through vouchers with which families may purchase child care, lead agencies have the option to extend contracts and grants to eligible providers for the purchase of child care slots. A common reason for awarding grants and contracts is to increase the supply of care that is hard to find, for example, care for children with disabilities, care for infants and toddlers, or care during non-traditional hours. This is also done in order to coordinate child care services with programs such as HS/EHS, pre-kindergarten, and after-school programs.

Together, states, territories, and tribes annually spend \$1 billion to support child care quality improvement, resulting in better learning environments and more effective caregivers in child care centers and FCC homes across the country. Among other activities, quality investments fund child care resource and referral services and improve care for infants and toddlers and school-age children.

With the recent passage of the CCDBG Act of 2014, Pub.L. 113-186, important statutory changes focus on the promotion of families' economic self-sufficiency by making child care more affordable, and fostering healthy child development and school success by improving the overall quality of early learning and after school programs. It also makes significant advancements by defining health and safety requirements and career pathways for child care providers; outlining family-friendly eligibility policies; requiring that States establish a progression of professional development that enables child care providers to promote the social, emotional, physical, and cognitive development of children; and it ensures that parents and the general public have transparent information about the child care choices available to them. Please see the CCDBG Reauthorization Resource Page (www.acf.hhs.gov/programs/occ/ccdf-reauthorization) for more information.

OVERVIEW OF THE ACF EARLY CHILDHOOD TRAINING AND TECHNICAL ASSISTANCE SYSTEM

Building on a history of successful partnerships, ACF's OHS and OCC are collaborating to transform the current T/TA system to more effectively support early care and education programs and staff in the delivery of quality services to children and their families across the country. The ACF Early Childhood T/TA System will provide training, resources, and materials to support school readiness as the foundation for life-long learning and success.

While ACF's vision for what all children need to grow up healthy, happy and prepared for school and life

is the same, the statutory requirements that direct HS and CCDF funding streams are distinct and require different pathways to reach children and families in the communities in which they live. As described, HS/EHS is a federal-to-local program, and CCDF is a federal-to-state program. This impacts how the ACF Early Childhood T/TA system will operate. For example, OCC relies on state partner investments to enhance child care quality and to reach child care providers directly while OHS works directly with HS/EHS programs. The transformed ACF Early Childhood T/TA system will take advantage of these opportunities by targeting multiple stakeholder groups at regional, state, and local levels. As a result, while the content may be the same, some T/TA material will be useful to all users while other resources may be particularly relevant for individuals or groups with certain roles, positions or regulations and mandates.

Primary recipients of T/TA include HS/EHS agencies and state, territory, and tribal Lead Child Care Agencies. Examples of primary users may include but are not limited to HS agency leaders, managers, teachers, and family service staff; EHS home visitors; parents and families; CCDF Administrators and staff; Quality Rating Improvement System (QRIS) trainers, and child care licensing managers. ACF plans to partner with States to amplify and expand the delivery of high quality, evidence-based resources developed by the National Centers through state-designated early childhood dissemination networks and organizations, such as child care resource and referral agencies and professional membership organizations. By working together, it is expected that this broad reach will ultimately impact all children and families who participate in local early care and education settings. All resources and material (and in some cases training) developed by the National Centers will be publically available to ensure the greatest access for the early childhood field, as a whole.

Goals and Levels of Operation

Operating on national and regional levels, the federal T/TA System will support high quality services for children and families. All entities will:

- Target services for children birth to age 5, and their families, with support for expectant families and school-age children;
- Promote the provision of comprehensive services and school readiness with strategies that are age, developmentally, culturally and linguistically appropriate;
- Provide high-quality, evidence-based, practical resources and approaches that build capacity and create sustainable early childhood practices at the regional, state, and local levels;
- Scaffold timely and relevant guidance, training, materials, and professional development activities to account for different stakeholder needs and levels of readiness;
- Emphasize use of data for continuous quality improvement, coordination, and integration across the broader early childhood sector;
- Build upon previous evaluations and lessons learned from OHS and OCC T/TA; and
- Include evaluation of the quality of the assistance provided and the degree to which early care and education programs, staff, children, and families' needs are met.

NATIONAL T/TA NETWORK

The National Centers provide the foundation of knowledge and practice for the ACF Early Childhood T/TA System. Through the National Centers ACF, will promote early childhood excellence through consistent, evidence-based T/TA. Reflecting current research, these Centers will create and disseminate high-quality resources and provide T/TA across regions, states, territories, tribes, and local communities. With a shared mission and goals, some National Centers will operate jointly under OCC and OHS, as described below.

National T/TA Centers Jointly Administered by the Office of Head Start and Office of Child Care

EARLY EDUCATION CENTRAL: THE PATHWAY TO CREDENTIALS AND DEGREES FOR INFANT TODDLER EDUCATORS (current project)

Creates (within 1 year) a web-based, one-stop portal linking to existing federally funded, public domain

coursework and resources designed to support the progress of the child care and EHS workforce on an established career pathway. Early Education Central is designed for use by infant toddler educators, administrators of early childhood programs, trainers and coaches, higher education professionals and coursework developers, and professional development systems leaders.

NATIONAL CENTER ON EARLY HEAD START-CHILD CARE PARTNERSHIPS (current project)

Supports the effective implementation of the new Early Head Start-Child Care (EHS-CC) Partnership, which will allow grantees to deliver high-quality comprehensive services to low-income infants, toddlers, and their families. The Center will do this by providing training, resources, and materials to federal staff, ACF Early Childhood T/TA providers, Head Start State and National Collaboration Offices and CCDF Administrators so that all are equipped to meet the needs of new EHS-CC Partnerships.

NATIONAL CENTER ON EARLY CHILDHOOD HEALTH AND WELLNESS (NCHW)

(HHS-2015-ACF-OHS-HC-0998)

Provides resources and support to ensure the health and mental wellness of pregnant women, infants, toddlers, preschoolers, and their families as well as program staff. T/TA will advance best practices for linking health and early childhood education (ECE) systems and support topics such as medical and dental home access; health promotion and disease prevention; emergency preparedness and environmental safety; trauma and toxic stress; developmental, behavioral, vision, and hearing screening; and nutrition.

NATIONAL CENTER ON PARENT, FAMILY AND COMMUNITY ENGAGEMENT

(HHS-2015-ACF-OHS-HC-0999)

Provides resources and T/TA associated with family well-being, effective family and community engagement, and children's school readiness, including transitions to kindergarten. T/TA will include, but will not be limited to, staff-family relationship building practices that are culturally and linguistically responsive; integrated and systemic family engagement strategies; consumer education, family leadership, family financial stability, and individualized support for families facing adversity.

NATIONAL CENTER ON EARLY CHILDHOOD DEVELOPMENT, TEACHING AND LEARNING

(HHS-2015-ACF-OHS-HC-0996)

Provides resources and T/TA associated with healthy development and school readiness for infants, toddlers and preschool children (birth to 5) across all settings and program options. T/TA will include, but not be limited to, professional development for the infant/toddler and preschool workforce; evidence-based curriculum; early learning standards; effective transitions; screening and assessment; culturally and linguistically age appropriate practices; enhancing teacher/child interactions; supporting networks of infant/toddler practitioners; supporting children with disabilities through Part C and Part B under Individuals with Disabilities Education Act (IDEA); and using data to improve practice.

NATIONAL CENTER ON EARLY CHILDHOOD QUALITY ASSURANCE

(HHS-2015-ACF-OCC-TA-1001)

Provides resources and T/TA to state, territory, and tribal child care agencies, HS/EHS agencies, and other ECE settings across regions to support the implementation of rigorous health, safety, and licensing standards and promote best practices that support the infrastructure of an ECE quality improvement framework, including Quality Rating Improvement Systems.

The remaining National Centers that comprise the ACF Early Childhood T/TA system will provide content and support specific to OCC and OHS, respectively, as described in the table below:

National Centers Administered by the Office of Child Care

NATIONAL CENTER ON CHILD CARE SUBSIDY, INNOVATION AND ACCOUNTABILITY (current project)

Provides technical assistance to CCDF programs in developing child care subsidy systems that are child-focused, family-friendly, and fair to providers, including implementing new provisions of newly reauthorized CCDBG. The Center works with grantees to help them reach goals related to subsidy eligibility, integrating quality and subsidy, strengthening program integrity, payment rules, rate setting, and other policies and practices that support serving more low-income children in high-quality care.

(currently project)

Assists American Indian and Alaskan Native tribes and tribal organizations in their efforts to implement and administer CCDF as well as increase the quality, affordability, and availability of child care in Native communities. Supporting more than 539 federally recognized tribes, directly or through tribal consortia, targeted T/TA activities include a toll-free information and referral line; development and dissemination of materials; a peer learning and leadership network; national and regional webinars; and other on-site and distance learning events.

NATIONAL CENTER ON BEST PRACTICES IN SCHOOL-AGE CARE AND SUMMER LEARNING (HHS-2015-ACF-OCC-TA-1000)

Disseminates resources and provides T/TA to states, territories, and tribes to support school-age care and summer learning programs. The Center will work with OCC to design and implement a school-age/summer learning action plan that includes, but is not limited to, working with statewide school-age networks and other community partners to expand learning opportunities for school-age children; identifying and promoting family engagement approaches that positively involve parents in summer learning and school-age learning settings; and coordinating with early childhood and school-age stakeholder groups and other federal programs to maximize effective service delivery models and minimize duplication of efforts.

National Centers Administered by the Office of Head Start

NATIONAL CENTER ON PROGRAM MANAGEMENT AND FISCAL OPERATIONS (current project) (HHS-2015-ACF-OHS-HC-0995)

Disseminates clear, consistent messages on OHS priorities for the development and implementation of sound management systems and strong internal controls. The Center's work includes, but is not limited to, topics such as risk management, governance, data collection and analysis, budgeting, and management of multiple funding sources. T/TA is delivered to regional T/TA providers, HS/EHS agencies, and other early care and education settings across regions, tribes, and territories. The Center also assists organizations to implement and enhance the infrastructure necessary to support a well-managed system of early care and education.

Regional T/TA Network

As part of a coordinated national system, responsibility for disseminating the evidence-based practices, resources, and materials developed by the National Centers will be carried out by OHS and OCC T/TA specialists working in partnership with the National Centers. OHS HS/EHS T/TA specialists (approximately 300), under the direction of the ACF Regional Offices, will provide on-site T/TA directly to HS/EHS agencies. Each Regional TA Contract will assign one content specialist per National Center to liaise between the National Center and local HS/EHS agencies.

OCC Child Care State Systems Specialists will work with OCC Regional Program Managers and states and territories to support CCDF administration and early childhood systems-building. They will develop customized technical assistance plans to aid states and territories in implementing their CCDF Plans. CCDF Plans will include efforts to improve low-income children's access to high-quality child care programs, implement more family-friendly subsidy policies, create a stable supply of high-quality programs, and develop a well-trained child care workforce.

As part of the Regional T/TA Network and under the direction of OCC and OHS national and regional offices, a designated team of OCC and OHS T/TA specialists will work together in each Region to provide support on systems-building and partnership opportunities among HS/EHS, child care, and Pre-K efforts at regional and state systems levels.

FUNDING OPPORTUNITY DESCRIPTION:

NATIONAL CENTER ON EARLY CHILDHOOD DEVELOPMENT, TEACHING AND LEARNING OVERVIEW

Goal

The goal of the NC ECDL is to identify, develop, and promote the implementation of evidence-based child development, teaching, and learning practices that are culturally and linguistically responsive and lead to positive child outcomes across early childhood programs and to support strong professional development systems.

To meet this goal, the NC ECDL will ensure early care and education programs have access to high-quality T/TA, information, and materials consistent with the requirements of the Head Start Act and program performance standards, the CCDBG Act of 2014, and other applicable regulations.

Scope

The NC ECDL will:

- Support implementation of the Head Start Child Development and Outcomes Framework ([http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/teaching/eecd/Assessment/Child%20Outcomes/HS_Revised_Child_Outcomes_Framework\(rev-Sept2011\).pdf](http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/teaching/eecd/Assessment/Child%20Outcomes/HS_Revised_Child_Outcomes_Framework(rev-Sept2011).pdf)) and, as applicable, state early learning guidelines by:

- Providing guidance and resources to support evidence-based practices for each of the domains of child development as described in the Framework;
- Using the Framework to provide guidance for individualizing based on the ongoing assessment of each child;
- Promoting use of the framework for improving curriculum selection and implementation, teaching practices, and professional development;
- Demonstrating use of the framework to drive alignment between curriculum, assessment and program improvement;
- Supporting HS/EHS agencies implementation of the child development requirements outlined by the Head Start Program Performance Standards; CCDBG Program implementation of applicable statutory and regulatory requirements; and responsive relationships and high-quality teacher-child interactions.

The NC ECDL will be responsive to the unique needs of tribal early childhood programs and migrant and seasonal HS programs in particular as well as other diverse populations. It will use professional development strategies that support states, tribes, and agencies in serving low-income families.

Child development experts (infants, toddlers, and preschool-aged children, including children who are dual language learners and children with disabilities) will be the conduits for dissemination and support for implementation. Importantly, the NC ECDL will serve as an intersection for the synthesis of research, data, knowledge, and experience to help inform OHS and OCC priorities.

The NC ECDL will maximize the use of previously developed, web-based materials and resources that are consistent with OHS and OCC national priorities. T/TA will be delivered to primary recipients that include HS/EHS agencies, state, territory and tribal Child Care Lead Agencies and their designated networks and organizations. Primary users include HS agency staff such as program leaders, managers, teachers, family support staff, home visitors, Early Childhood Specialists, and Child Care Lead Agencies

and their designated dissemination networks and organizations. Examples of Child Care designated networks and organizations are state specific and may include, but not be limited to, Child Care Resource and Referral networks and child care associations.

Secondary recipients of T/TA include local child care program administrators, child care teachers and parents of children in child care settings. Some T/TA, such as fostering effective teacher/caregiver/home visitor-child interactions, will be applicable to all T/TA users, while other T/TA topics may be role or setting specific. These users are considered “secondary recipients” not because they are less important, but because they will be reached *through* the State Child Care Lead Agencies and dissemination networks described above.

Regional T/TA networks will use resources disseminated by the NC ECDL in their work with HS/EHS and child care agencies. For all users, the NC ECDL will scaffold timely and relevant guidance, training, materials, and professional development activities to meet different stakeholder needs and levels of readiness.

In addition, the NC ECDL will participate in T/TA evaluation activities. The NC ECDL will be responsible for developing evaluation methods for continuous improvement of the Center’s products and T/TA delivery. As part of a coordinated network of National Centers, the NC ECDL will also participate in an independent cross-system evaluation of the ACF Early Childhood T/TA system. This evaluation will inform ACF about the quality of T/TA delivered and the outcomes of T/TA provided to states, agencies, and networks.

The successful applicant is encouraged to be a partnership and/or consortium of knowledgeable and experienced partners within the field of early childhood development, teaching, and learning. The applicant must demonstrate two attributes of its proposed partnership and/or consortium. **First**, that the partnership and/or consortium has strong expertise in infant, toddler, and preschool development and learning, including dual language learners and children with disabilities. The applicant must demonstrate an approach that supports seamless development, teaching and learning for children from birth to 5 across all program settings across HS, child care, and pre-Kindergarten and including CCDF lead agencies and their partners who will build successful Early Learning and Development Systems. **Second**, there must be a systematic approach to managing the consortium to ensure that material, resources, and training integrate the expertise of all partnership and/or consortium members.

Grantees must track and report on their expenditures and activities separately by funding stream. For example, an OHS activity supported by the OHS funding stream would be to support the implementation of the current or new Head Start Performance Standards by developing a training resource for grantees to help them understand new HS requirements. An example of an OCC activity funded by the OCC funding stream would be to support the implementation of the CCDBG by developing a resource for child care lead agencies to respond to CCDF reauthorization.

The NC ECDL has three main components: **1) Resource Development and Management; 2) Provision of Training and Technical Assistance; and 3) T/TA Collaboration and Coordination.**

Resource Development and Management

To promote the school readiness of enrolled children, the NC ECDL will provide research-informed and/or evidence-based information and strategies for the early care and education field in collaboration and coordination with other OHS and OCC National Centers. The NC ECDL will also provide training and process consultation with the OCC and OHS Regional T/TA Specialists in order to transfer National Center resources and T/TA approaches to the specialists for further dissemination. As part of a coordinated network of National Centers, the NC ECDL will, at a minimum:

- Identify, review, adapt or rebrand existing T/TA resources as necessary, to maximize the use of current evidence-based T/TA resources and to avoid duplication, including resources that target age, developmentally, culturally and linguistically diverse populations, such as but not limited to,

- American Indian, Alaska Native, and migrant and seasonal populations;
- Identify resources for adaptation or rebranding on Early Childhood Learning and Knowledge Center (ECLKC) in order to meet the professional needs of specific early childhood staff, settings, networks, and/or state systems serving pregnant women/expectant families and children ages birth to 5 and their families;
 - Obtain input during resource material development or adaptation by piloting products with audiences that reflect the wide diversity of populations served by programs, including rural and urban; monolingual, bilingual and multilingual; center based, home based/home visiting and FCC; HS/EHS and child care; and
 - Develop and execute plans for highlighting and disseminating exemplary practices and materials and supporting implementation strategies that prompt positive changes in the practices of administrators, program directors, teachers and staff who work directly with families.

Provision of Training and Technical Assistance

The NC ECDTL will disseminate and support implementation of research-informed and/or evidence-based practices that have been shown to enhance program outcomes, family outcomes, and/or school readiness outcomes as identified in the Head Start Child Development and Outcomes Framework and State Early Learning and Development Guidelines for children birth to 5 years across ECE settings, networks and systems. The NC ECDTL will undertake the following activities as part of a coordinated network of National Centers:

- Use adult learning science and effective professional development strategies that match different levels of need amongst T/TA recipients;
- Create dynamic learning experiences and build the capacity of T/TA recipients, and more broadly, the early childhood field;
- Use the ECLKC for easy and centralized accessibility and dissemination, once materials are approved by OHS-OCC;
- Provide joint T/TA with other Centers as is necessary, to ensure aligned content and an ideal user experience;
- Partner with national, regional, State, and/or local early childhood organizations and maximize dissemination and training on appropriate use of the NC ECDTL T/TA products and services; and
- Ensure T/TA is aligned with current and new policies related to Head Start Performance Standards and CCDBG reauthorizing legislation.

T/TA Coordination and Collaboration

For effective operations, the NC ECDTL will need to operate in concert with other OHS/OCC National Centers and State and Regional T/TA Specialists. As part of this network NC ECDTL will:

- Coordinate activities with other Centers in order to support innovation, strengthen cross center expertise on various early childhood best practices, integrate expertise on overlapping content areas, and avoid duplication;
- Collaborate and conduct joint T/TA activities as necessary with other Centers in order to ensure that cross cutting content is aligned and united in message, particularly in the areas of mental health, data and continuous improvement, services to pregnant women, social emotional development, services to children with disabilities, among other areas; and
- Ensure collaboration with other early childhood T/TA recipients to maximize support to all programs serving young children, families and communities.

POST-AWARD REQUIREMENTS

The successful applicant awarded under this FOA must adhere to the following:

- Have the project fully functioning within 90 days following the financial assistance award.
- Provide a timeline that describes how the NC ECDTL will be fully operational in 90 days of the

grant award.

- Within 45 days of receiving the financial assistance award, key staff will meet with ACF for the initial briefing regarding the plans for carrying out all components of this project.
- Within 45 days of the initial project plan briefing with ACF, address comments about clarifications or revisions of the work plan requested by ACF and submit to ACF for review and approval.
- Within 45 days of receiving the financial assistance award, identify a coordination and communication strategy for working with the OHS Early ECLKC website contractor.
- Participate in National Center and related ACF T/TA meetings in Washington, D.C and other locations as identified under T/TA Coordination and Collaboration. Ensure attendance of key staff (up to 5) at meetings in Washington, D.C. with staff from other National Centers and federal staff from ACF, OHS, and OCC. Up to six meetings will be held in the first year. Up to five meetings will be scheduled annually in years two through five.
- Provide one member of the NC ECDL to serve as an active member of the Head Start Integrated Service Team an integrated, knowledge-building network of National Center representatives who will assist with the development of T/TA and be responsible for brokering a professional development plan with Regional Offices.
- Provide one member of the NC ECDL to serve as an active member of the Steering Committee on Collaboration Coordination and Innovation to provide and receive input and guidance as to the relevancy, timeliness and appropriateness of resources and delivery mechanisms of T/TA efforts.
- Participate in the Early Childhood T/TA Cross-System Evaluation Project to examine and improve T/TA effectiveness.
- Provide to ACF, for review and approval, drafts of all updated or new materials that are developed or printed with resources made available under this cooperative agreement. Dissemination and piloting for such materials, where warranted, must also have prior approval.

All grantee materials, products, publications, news releases, and media products, etc., must include this disclaimer: “*Funded through the Department of Health and Human Services, Administration for Children and Families, Grant # _____ . The contents of this publication/video/etc., do not necessarily reflect the views or policies of the funders, nor does mention of trade names, commercial products or organizations imply endorsement by the U.S. Department of Health and Human Services. This resource may be duplicated for noncommercial uses without permission.*” <http://www.acf.hhs.gov/grants/discretionary-competitive-grants>

II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$14,000,000
Expected Number of Awards:	1
Award Ceiling:	\$14,000,000 Per Budget Period
Award Floor:	\$14,000,000 Per Budget Period
Average Projected Award Amount:	\$14,000,000 Per Budget Period
Anticipated Project Start Date:	09/30/2015

Length of Project Periods:

60-month project with five 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Multiple Funding Streams

This project will be supported by funds authorized under the Head Start Act and CCDBG. Funded activities must focus on issues consistent with the intent of the National Center as determined by OHS and OCC. In many cases, these topics may be cross cutting and fundable under both sources. The following are allowable activities only under each respective funding source:

Funds authorized by the CCDBG Act of 2014 (Pub. L. 113-186) contribute 14.2 percent of the total funds for the NC ECDL. Project coordination and target TA to State CCDF Lead Agencies and their state-designated networks is a function unique to Child Care. Under the CCDBG, up to \$2,000,000 will be available each budget period.

Funds authorized under Section 648 of the Improving School Readiness Act of 2007, 42 U.S.C 9843. contribute 85.8 percent of the total funds for the NC ECDL. Under the Improving School Readiness Act, up to \$12,000,000 will be available each budget period.

Funds must be spent in a manner consistent with their authorized activities. The successful applicant will be required to separately track the funds and report on expenditures and activities based on the multiple funding streams described in this FOA.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

ACF is using a cooperative agreement that requires substantial involvement of the agency and the recipient. Details of the responsibilities, relationships, and governance of the cooperative agreement will be specified in the terms and conditions of the award. The specific responsibilities of ACF and the grantee will be identified and agreed upon prior to the award of the cooperative agreement. At a minimum, ACF will:

- Provide consultation, review, and approval of the NC ECDL work plan and any revision made to the work plan during the project period;
- Provide oversight in the development of the project design, including information on the resources and planned activities for the ACF, OCC, and OHS National T/TA Centers, OHS Regional T/TA Centers, and the National Center's interactions with any existing TA Centers. Facilitate communication and cooperation among ACF, OCC and OHS National TA Centers, Regional T/TA Centers, and other T/TA systems in early education, as appropriate;
- Facilitate communication with representatives of other federal agencies in order to promote intra-agency and inter-agency coordination and collaboration;

- Review and approve drafts of all updated or new materials that are developed or printed with resources made available under this cooperative agreement; and
- Review all resumes for key positions with the NC ECDL, as well as for consultants proposed, and approve.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants include the following: state governments; county governments; city or township governments; special district governments; independent school districts; public and state controlled institutions of higher education; Native American tribal governments (federally recognized); public housing authorities/Indian housing authorities; Native American tribal organizations (other than federally recognized tribal governments); nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education; nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education; private institutions of higher education; for-profit organizations other than small businesses; small businesses; and faith-based organizations.

Eligible applicants may apply on their own or as the lead applicant for a partnership and/or consortium. A partnership and/or consortium is a project carried out by a lead applicant and one or more other organizations that are separate legal entities. Under a partnership and/or consortium agreement, the lead applicant must perform a substantive role in the conduct of the planned project or program activity and will not merely serve as a conduit of funds to another party or parties. The relationship between the recipient and the collaborating organizations is considered a contractual relationship.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the Central Contractor Registry (CCR) on the System for Award Management (SAM.gov, www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM.gov must be active throughout the life of the award.

Plan ahead. Allow up to 10 business days after you submit your registration for it to become active in SAM and an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at <https://www.sam.gov>.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Application Deadlines

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email

from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in Section IV.3. Submission Dates and Times. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Office of Head Start
OHS Operations Center
1401 Mercantile Lane
Suite 401
Largo, MD 20774
Phone: (888) 242-0684
Email: OHSTech@reviewops.org

Electronic Application Submission:

The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also available at <http://www.grants.gov/web/grants/forms/sf-424-family.html>. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):
Available at the Grants.gov Forms Repository website at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission**FORMATTING ACF APPLICATIONS**

In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:**Authorized Organizational Representative (AOR)**

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov, where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Components must be in the following order within the electronic file. This file should be uploaded to the “Project Narrative File(s)” section of the Application Package. The entire application, which includes the Project Description/Budget and Budget Justification and the Appendices **is limited to 225 double-spaced pages.**

The Project Description (Narrative file) must include the following items:

- Table of Contents;
- Project Summary/Abstract;
- Objectives and Need for Assistance;
- Outcomes Expected;
- Approach;
- Project Timeline and Milestones;
- Program Performance Evaluation Plan;
- Organizational Capacity;
- Plan for Oversight of Federal Award Funds; and
- Project Line Item Budget and Justification.

This file should be uploaded to the “Other Attachment File(s)” section of the Application Package and must include “Appendices” in the file name. Appendices must include the following items:

- Resumes;
- Organizational charts;
- Third-Party Agreements;
- Indirect Cost Rate Letter(s)
- Audits (not subject to page limitation); and
- Signed MOU's and other supporting documents.

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. ACF will not accept applications submitted via email or via facsimile.

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files. **Please do not attach additional documents to the SF-424 at Question 14 and/or after Question 15. Instead of providing a separate response to Question 14, all applicants are required to submit the SF for Project/Performance Site Location(s) (SF-P/PSL). In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as attachments to the SF-424 will be removed from the application and will not be reviewed.**

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed later in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on "Support" at the top menu bar and selecting "Technical Support". Under the "Technical Support" section select "Recommended Software." A link to "PDF Conversion Software" is available in the left-hand menu box. Free PDF software, available on this page, will allow users to convert and merge their PDF documents. As an example, ACF is providing written instructions for downloading and using one type of free software listed at Grants.gov at <https://www.acf.hhs.gov/grants/howto#chapter-7> under "How to Apply for a Grant/Submit an Application." [ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.]

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf under "How to Apply for a Grant/Submit an Application."

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see <http://www.grants.gov/web/grants/support/technical-support/troubleshooting/restricting-special-characters.html>

Use only file formats supported by ACF It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)

- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes.**

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this funding opportunity at www.grants.gov.

Other versions of required Standard Forms, assurances, and certifications are available at Grants.gov <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. As a Standard Form (SF), this form is not included in the application's page limitation.

Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for information on obtaining DUNS number at http://fedgov.dnb.com/webform and registration at SAM.gov at http://www.sam.gov.</p>
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United

		States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
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SF 424 Key Contact form includes:

Project Director and/or Principle Investigator

Lead Partners and/or Consortium Project Lead(s), if applicable

Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

Part I: The Project Description Overview

Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Outcomes Expected

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

The applicant is encouraged to assemble a partnership and/or consortium of knowledgeable and experienced partners within the field of early childhood development, teaching, and learning. The applicant must demonstrate two attributes of its proposed partnership and/or consortium. **First**, that the partnership and/or consortium has strong expertise in infant, toddler and preschool development and learning, including dual language learners and children with disabilities. The applicant must demonstrate an approach that supports seamless development, teaching and learning for children from birth to five across all program settings across HS, child care, and pre-kindergarten and including CCDF lead agencies and their partners who will build successful Early Learning and Development Systems. **Second**, there must be a systematic approach to managing the partnership and/or consortium to ensure that material, resources, and training integrate the expertise of all consortium members.

The applicant must provide in their Work Plan an approach for how they will address each of the specified activities described under the National Center's three main components: **1) Resource Development and Management; 2) Provision of T/TA Assistance, and 3) T/TA Collaboration and Coordination** as referenced in *Section I. Program Description/ Overview of the National Center on Early Childhood*

Development, Teaching and Learning

The applicant must include a plan of action to identify, develop, and promote the implementation of evidence-based child development, teaching, and learning practices that are culturally and linguistically responsive and lead to positive child outcomes across early childhood programs and to support strong professional development systems for the five years of the project, specifically describing *how* activities will be accomplished. The applicant must account for all the activities identified in this announcement.

The applicant must demonstrate its capacity, including identifying key staff, such as subject matter experts, with an organizational chart and short descriptions of their roles, responsibilities, and their expected contributions. The following represent the necessary activities that must be addressed and applicants are also encouraged to outline plans that expand upon these, with innovative strategies and methods that best support the field, including supporting programs serving special populations such as of children with disabilities, dual language learners, homeless, American Indian and Alaska Native, and Migrant and Seasonal farmworker children.

Resource Development and Management

The applicant must describe its plan for developing or revising resources, materials and implementation strategies based on current research and analysis of all HS programs, state child care programs, Regional Office T/TA needs, and the needs of early care and education programs. The applicant's plan should include working in consultation with the CCDF Administrators and a description of how it will tailor resources to different consumers (local HS and EHS Programs, State Child Care Administrators, and other stakeholders). The plan must also include:

- Research-based information, tools, practices, and strategies to ensure optimal child development, and comprehensive school readiness for infants, toddlers, and preschoolers, including those with disabilities;
- Methods for selection and sharing of current research informed approaches and strategies, including methods for capitalizing on existing resources, T/TA services and exemplary practices;
- Methods for the development and justification for development of new TA materials related to child development, teaching, and learning practices. The applicant includes a process for ensuring no duplication of existing materials and a process to identify gaps in T/TA related to child development, teaching and learning practices, workforce and professional development systems and describes how to address them.
- Methods for piloting products to ensure they reflect the wide diversity of populations served by programs for young children and their families, including rural and urban; monolingual, bilingual and multilingual; center based, home based/home visiting and FCC; HS, EHS, and child care;
- A description of the expertise and supportive practices that will promote child development, teaching and learning for children and families from diverse cultural and language backgrounds, including for children and families in American Indian and Alaska Native and migrant and seasonal communities;
- An approach that will assist programs to effectively:
 - Select and implement with fidelity curricula aligned with school readiness goals appropriate for the ages of the enrolled children and for specific program settings including early childhood centers, FCC and home visiting programs.
 - Support on-going child assessment systems and screening instruments that are developmentally, culturally, and linguistically appropriate; include parent input and contribute to individualizing for children and improving program practice.
 - Support individualized learning for all children to address the strengths and needs of each child, including children with disabilities.
 - Support transitions for infant, toddlers, and preschool children and their families across all program options/settings and through the child's day and to support home-school partnerships.
 - Support the collection, aggregation, analysis, and utilization of child assessment data and

other program (individual and program level) for individualization and overall program improvement including professional development.

- Promote and, as possible, track the uptake or implementation of evidence-based strategies prioritized by the OHS and OCC.
- A national plan and approach for increasing the quality of infant and toddler teacher competency and preparation by impacting the current landscape of infant and toddler credentials and degrees across settings; and
- An approach that assists states build capacity to create and/or enhance seamless career pathway and strong professional development and workforce systems.

Provision of T/TA

The NC ECDTL will increase the implementation of evidence-based, research informed, age-appropriate practices to enhance child outcomes for children birth to 5 across ECE settings. The applicant must provide a plan for the coordinated delivery of T/TA. The plan must:

- Prioritize T/TA methods that are grounded in adult learning science, are based on effective professional development strategies and, wherever possible, have been shown to enhance child and family outcomes;
- Identify regional, state, and/or local early childhood networks as partners for dissemination of T/TA material to early childhood providers, or other networks or systems;
- Describe methods for promoting research findings on strategies and indicators for high-quality classroom practices and efforts to establish and sustain QRIS, career pathways and other State professional development systems efforts;
- Describe TA that will support the early childhood workforce development efforts, including early childhood education career pathways.
- Prioritize effective evidence based professional development strategies that support Regional T/TA Specialists in T/TA and process consultation with HS/EHS agencies;
- Support using information from observational instruments that assess learning environment quality, including teacher-child interactions, to improve teaching practices and learning opportunities for infants, toddlers, and preschoolers;
- Support implementing effective practice-based coaching strategies designed to raise the quality and support of professional development to teachers, home visitors, and FCC providers and raise the quality of the learning environment and positive adult-child interactions to improve outcomes for children;
- Support state early childhood workforce systems, including through higher education innovations and opportunities to improve knowledge and teaching practice of both current and future teachers;
- Promote implementation of current and new standards, regulations, and newly enacted statutes, regulations and policies, such as to Head Start Performance Standards and the CCDBG;
- Promote improved state use of QRIS and local program capacity for data driven quality improvement;
- Describe development of biennial live and virtual conferences to support leadership development, professional development, and ongoing quality improvement. Also, including the responsibility of NC ECDTL to coordinate and support two yearly training events for Regional Early Childhood Education T/TA Providers and planning in conjunction with the National Centers;
- Describe effective marketing strategies, including use of social media and dissemination of material on the ECLKC website. In addition:
 - Use enhanced technology and a virtual communication platform for outreach to support variety of audiences.
 - Maximize the use of previously developed web-based material and resources that are consistent with current OHS and OCC priorities. Applicants should also review the existing resources developed from previous OHS funding on promoting school readiness. All

documents can be found on the OHS website, the ECLKC. The website can be accessed at <http://eclkc.ohs.acf.hhs.gov/hslc>

- Describe potential national, regional, state, and/or local early childhood organizations or networks that would be willing partners for dissemination of and training on ECDL exemplary practices; and
- Provide plans for working with the OHS/OCC Regional TA team, and information gathered from various data sources, the Head Start Enterprise System, annual Program Information Report, and OCC data to develop and support the state and regional TA strategies and plans.

T/TA Coordination and Collaboration

The applicant must describe how it will perform the following collaboration and coordination activities:

- Working collaboratively and cooperatively with other national OHS and OCC T/TA Centers and with ACF's regional offices on dissemination to ensure materials and messages are relevant, non-duplicative and consistent;
- Providing methods to coordinate activities, messages and collaborate on joint projects with other OHS/OCC National Centers in order to support innovation and strengthen cross center expertise on various early childhood best practices to include, areas of mental health, social emotional development, services to pregnant women, data for continuous improvement, services to children with disabilities, and promoting home-school partnerships;
- Communicating with federal staff, Regional T/TA Specialists, State CCDF Administrators, and OCC TA Systems specialists to ensure that each are appropriately informed, or trained on T/TA material;
- Ensuring regular participation of the NC ECDL Director on a coordinating leadership group that will connect, integrate, and inform resource development, dissemination, and implementation of NC ECDL products;
- Providing leadership, expertise and evidence-based TA on effective inclusion of children with disabilities and promote collaboration with agencies at the State and local level responsible for implementing IDEA.
- Providing leadership, expertise and TA on the social-emotional development and mental and behavioral health of children. Align with NC ECHW on what topics/strategies are best suited to each Center;
- Working with NC ECQA on providing or supporting the provision of mentoring, practice-based coaching, and consultation for programs and providers to help programs achieve and sustain high levels of quality; and
- Identifying and share research-based practices and work with OCC, Child Care Technical Assistance Network (CCTAN) Partner staff, and OHS staff to address early childhood system issues and to identify knowledge gaps and leading-edge questions.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Program Performance Evaluation Plan

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP), if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and

evaluation of programs similar to that offered under this announcement;

- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment.

General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated and Further Continuing Appropriations Act, 2015 (Pub.L. 113-235), enacted December 16, 2014, limits the salary amount that may be awarded and charged to ACF grants*

and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$183,300. Please see <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/executive-senior-level>. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.

The applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor within the consortium, if applicable, by agency title, along with the same supporting information referred to in these instructions.

Budget Development by Funding Stream

The grant awarded under this FOA is made up of multiple funding streams; therefore, applicants must provide additional detail in their budget and budget justifications that proportionately reflects the percentages and types of costs and activities by funding stream. A description of the multiple funding streams is available in *Section II. Federal Award Information, Additional Information on Awards*, and is repeated here.

In the SF-424A, applicants must show the amounts estimated under each Object Class Category, by funding stream, under each of the columns.

Section A – Budget Summary:

Column (a) Grant Program, Function, or Activity:

List the program associated with the funding stream, e.g. 1. Office of Head Start (OHS), 2. Office of Child Care (OCC).

Column (b) Catalog of Federal Domestic Assistance Number:

List the CFDA Numbers that appear in the Overview section of this FOA.

Section B – Budget Categories

Object Class Categories:

Use multiple columns to provide cost detail for each Object Class Category by funding stream.

The following are the funding amounts by funding stream and the percentages of budget they represent under the grant award:

OHS = 85.8 percent/\$12,000,000

OCC = 14.2 percent/\$2,000,000

General

Use the following guidelines for preparing the budget and budget justification. When a match or cost share is required, both federal and non-federal resources must be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which the applicant is applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 75 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

- 1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

- 2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, ... may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their

indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in Section VII. Agency Contacts will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due

date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Systems Issues

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e.,

the Point of Contact), and

- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be received by ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See the preceding section on "Request an Exemption from Required Electronic Application Submission."

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **07/20/2015**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at:
http://www.grants.gov/applicants/apply_for_grants.jsp

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Note: Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

Office Of Head Start
OHS Operations Center
1401 Mercantile Lane
Suite 401
Largo, MD 20774

Hand Delivery

Office Of Head Start
OHS Operations Center
1401 Mercantile Lane
Suite 401
Largo, MD 20774

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based within the point range on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in Section IV.2 of this announcement.

Objectives

Maximum Points: 5

The evaluation of this criterion will be based on the extent to which the applicant addresses the following:

The applicant clearly describes the significant features and components of the project, clearly states the goals and objectives of the project, and provides a rationale for the project goals. (0-2 points)

The applicant identifies the T/TA needs of HS/EHS programs, T/TA providers, and State CCDF Administrators that serve high-risk infants, toddlers, and preschoolers in high poverty communities: (0-3 points)

- Identify, develop, and promote the implementation of evidence-based child development, teaching, and learning practices that are culturally and linguistically responsive and lead to positive child outcomes across early childhood programs and to support strong professional development systems.
- Support programs serving special populations such as of children with disabilities, dual language learners, homeless, American Indian and Alaska Native, and Migrant and Seasonal farmworker children.

Outcomes Expected

Maximum Points: 5

The evaluation of this criterion will be based on the extent to which the applicant addresses the following:

- The applicant clearly identifies expected outcomes that are directly aligned with the goals for the NC ECDL. Each component is specific in nature, including elements such as what specifically will be achieved and the corresponding timeline. The outcomes are attainable and demonstrate their alignment directly with the overall scope and size of the proposed program. Each expected outcome is measurable and grounded within a specific time frame so that it is clear when the outcome is achieved. (0-5 points)

Approach

Maximum Points: 40

The evaluation of this criterion will be based on the extent to which the applicant addresses the following:

The applicant presents a clear description of the proposed project with regards to their plan for Resource Development and Management. Specifically, the applicant addresses the following:

- The applicant describes an approach (or plan) to identify, develop, and promote the implementation and management of activities to support evidence-based child development, teaching and learning practices that lead to positive school readiness outcomes for infants, toddlers, and preschoolers served in the various program options and settings. (0-3 points)
- The applicant provides a sound technical approach, process and justification for development of new T/TA materials related to child development, teaching and learning practices. The applicant includes a process for ensuring no duplication of existing materials and a process to identify gaps in T/TA related to child development, teaching and learning practices, and workforce and professional development systems, and describes how to address them. (0-2 points)
- The applicant includes strategies to support transitions, individualization, the implementation of curriculum, screening, and on-going child assessment systems that are developmentally, culturally, and linguistically appropriate, as well as the utilization of data for individualization and overall program improvement to include professional development. (0-3 points)
- The applicant describes how resources will be culturally and linguistically appropriate and relevant for programs serving high-risk infants, toddlers, and preschoolers in high-poverty communities. (0-3 points)

- The applicant describes a plan to obtain input during resource material development or adaptation by piloting products with audiences that reflect the wide diversity of populations served by programs. (0-2 points)
- The applicant describes how they plan on being responsive to the specific unique needs of both American Indian and Alaska Native and Migrant and Seasonal Head Start programs. (0-1 point)
- The applicant describes a national approach for increasing the quality of infant and toddler teacher competency and preparation by impacting the current landscape of infant and toddler credentials and degrees. (0-3 points)
- The applicant describes how T/TA resources are relevant for infants, toddlers, and preschool aged children across diverse learning settings to include center-based, home-based, and FCC. (0-2 points)
- The applicant describes how resources and T/TA approaches will be tailored for different types of consumers, to include local HS/EHS Programs, Regional T/TA specialists, and State CCDF Administrators. (0-2 point)

The applicant presents a clear description of the proposed project with regard to their plan for Provision of T/TA activities related to early childhood. Specifically, the applicant addresses the following:

- The applicant describes an approach (or plan) for implementation of a coordinated T/TA network that connects to the described plan to Resource Development and Management. The approach describes T/TA and process consultation for Early Childhood Specialists in order to disseminate resources and T/TA delivery methods to support their programs and identifies other networks for TA dissemination. (0-2 points)
- The applicant describes a plan to implement effective professional development strategies including but not limited to, practice-based coaching that support adult learning and how T/TA strategies would be tailored to meet the needs of a variety of audiences. (0-2 points)
- The applicant describes approaches to promote high-quality environments across diverse learning settings, teaching practices, and adult-child interactions for children birth to 5, to include support of the use of observational tools and promotes QRIS efforts for high-quality services and ongoing quality improvement. (0-2 points)
- The applicant describes a plan to support early childhood workforce development efforts to include, support to state workforce systems including career pathways, QRIS, and higher education innovations and opportunities to improve knowledge, teaching practice, and adult-child interactions. (0-2 points)
- The applicant describes methods to support the implementation of current and new standards, regulations, and newly enacted statutes related to Head Start Performance Standards and the CCDBG. (0-2 points)
- The applicant provides details for biennial live and virtual conferences to support leadership development, professional development, and ongoing quality improvement. The applicant provides details for the responsibility of coordinating and supporting two yearly training events for Regional Early Childhood Specialists and planning in conjunction with the other National Centers. (0-2 points)
- The applicants describes methods for enhanced technology, virtual communication platforms and the use of the ECLKC website will support the interactive and accessibility of resources for a variety of audiences. (0-1 point)

The applicant presents a clear description of the proposed project with regards to their plan for Coordination and Collaboration within the T/TA System. Specifically, the applicant addresses the following:

- The applicant clearly describes an approach (or plan) to collaborate with OHS and OCC T/TA National Centers to promote productive, collaborative work, and information sharing, and minimize duplication of T/TA services. The applicant describes a process to ensure collaboration

- with other early childhood T/TA recipients to support all programs serving young children, families, and communities. (0-2 points)
- The applicant proposes methods to coordinate activities, messages, and collaborate on joint projects with other OHS and OCC T/TA National Centers in order to support innovation and strengthen cross center expertise on various early childhood best practices to include areas of mental health, social emotional development, services to pregnant women, data for continuous improvement, services to children with disabilities, and promoting home-school partnerships. (0-2 points)
 - The applicant describes a process to use the ECLKC. The applicant describes a dissemination plan for the ECLKC website for easy and centralized accessibility. The applicant describes a process to identify resources for adaptation or rebranding on in order to meet the professional needs of specific early childhood providers, settings, networks, and/or state systems. (0-2 points)

Project Timelines and Milestones

Maximum Points: 3

The evaluation of this criterion will be based on the extent to which the applicant addresses the following:

- The applicant provides a reasonable multi-year work plan and timeline for implementing and managing the proposed project, including the activities to be conducted in chronological order, showing a reasonable schedule of accomplishments and target dates, and the factors that may accelerate or decelerate the work. Applicant's timeline accords with the time-bound activities and the plan is thorough and provides a feasible plan of action (i.e., fully functioning within 90 days), as referenced in *Section I. Post-Award Requirements*. (0-3 points)

Program Performance and Evaluation Plan

Maximum Points: 3

The evaluation of this criterion will be based on the extent to which the applicant addresses the following:

- The applicant provides an efficient and effective plan for monitoring the progress and performance of the project and is consistent with the overall goal for the NC ECDTL. (0-1 points)
- The applicant provides a description of how the project will document progress towards project milestones that are thorough, reasonable, and adequate for the project's size and scope. The applicant includes methods for promoting and, as possible, tracking the uptake or implementation of evidence-based strategies. (0-2 points)

Organizational Capacity

Maximum Points: 18

The evaluation of this criterion will be based on the extent to which the applicant addresses the following:

The responsibilities and roles of the organization's staff are specifically stated and substantiated by requirements outlined in *Section IV.2 Project Description, Organizational Capacity*.

ORGANIZATIONAL INFRASTRUCTURE AND MANAGEMENT SYSTEM:

- The applicant documents expertise in administration, development, implementation, management, and evaluation of programs similar to that offered under this FOA. (0-2 point)
- The applicant demonstrates that the partners of the partnership and/or consortium are knowledgeable and experienced within the field of early childhood development, teaching, and learning, with strong expertise in infant, toddler, and preschool development and learning, including dual language learners and children with disabilities. (0-3 points)
- The applicant's proposed organizational and staffing structure supports the complex work of NC

ECDTL and describes a systematic approach to managing the partnership and/or consortium to ensure that materials, resources, and training integrates the expertise of all members. (0-3 points)

- The applicant demonstrates capacity and experience in T/TA, and with EHS, HS, child care programs, and state systems; and experience in developing and delivering tailored T/TA resources to a variety of audiences. (0-2 points)
- The applicant demonstrates strong evidence that the organization and its partners have the fiscal, administrative, and performance management capacity to effectively administer grant funds. (0-1 point)

STAFFING:

- The applicant clearly documents the roles, responsibilities, and time commitments of each proposed project staff position. (0-2 points)
- The applicant provides detailed information on staff qualifications that clearly demonstrates the applicant's expertise in early care and education to include infant and toddler and preschool development, curriculum and assessment, professional development, practice-based coaching, services to children with disabilities, and dual language learning. The applicant identifies an organizational chart of these key staff and includes short descriptions describing their expected contributions. (0-3 points)
- The applicant demonstrates staff readiness and expertise in these areas, but not limited to, mental health, social emotional development, culture and language, data analysis for continuous improvement related to school readiness and professional development. The applicant must also include details for staff readiness and expertise in the area of technology to create interactive user-friendly materials for use on the ECLKC and virtual communication platforms. (0-2 points)

Dissemination Plan

Maximum Points: 6

The evaluation of this criterion will be based on the extent to which the applicant addresses the following:

- The applicant describes a dissemination plan with clear goals and objectives to identify and engage programs, Regional T/TA providers, State CCDF Administrators, and OCC CCTAN. The plan must allocate sufficient time and budget to successfully implement dissemination activities at the local, state, and regional levels, as appropriate. (0-6 points)

Plan for Oversight of Federal Award Funds

Maximum Points: 5

The evaluation of this criterion will be based on the extent to which the applicant addresses the following:

- The applicant describes a procedure for how federal funds will be properly managed, including the staff and financial systems in place to demonstrate control and accountability. (0-2 points)
- The applicant describes a plan and demonstrates its capacity to separately track and report on expenditures and activities based on the multiple funding streams described in this FOA. (0-3 points)

Budget and Budget Justification

Maximum Points: 15

The evaluation of this criterion will be based on the extent to which the applicant addresses the following:

- The applicant provides a budget that includes a narrative justification for the amount requested, describing how the categorical costs are derived. The budget and narrative must be clearly outlined and aligned with the ongoing activities of the NC ECDL. The budget is reasonable and

- appropriately allocated for the success of the project. (0-3 points)
- The applicant includes a detailed budget where all personnel funds are reasonable for the responsibilities and time dedicated to the NC ECDL activities. (0-3 points)
 - The applicant includes all budget and budget narratives for sub-contractors within the NC ECDL consortium. (0-3 points)
 - The budget includes sufficient funding for required trainings, meetings, yearly training events, conferences, travel, and other methods to successfully carry out project activities and funds are allocated accordingly, including budgeting for items referenced in *Section I. Post-Award Requirements*. (0-3 points)
 - The applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of the funds received and multiple funding streams described under this FOA. (0-3 points)

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section III.3. Other*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF will also consider the applicant's demonstrated expertise in providing T/TA, to the early childhood field, with particular expertise in providing T/TA to HS and CCDF agencies.

Please note that, if the applicant is a current or former OHS and/or OCC grant recipient, ACF will retrieve, review, and consider the applicant's last two annual progress reports. These reports and documents may be considered in making final determinations.

ACF reserves the right to deny funding to any applicant that is presently designated as "high risk,"

probationary or not in good standing, or has been debarred or defunded by any federal agency. Additionally, ACF reserves the right not to fund applicants with unacceptably lengthy start-up periods when other highly ranked applications are available who have demonstrated their ability to rapidly begin implementation.

The federal agencies contributing funds to the execution of activities under this FOA, will actively participate in the award and decision-making process.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at <http://www.gpo.gov>.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 CFR § 75.215, Special provisions for awards to commercial organizations as recipients (45 CFR § 75.215(b) Prohibition against profit.), which states that, "...no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 CFR § 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct.* If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from federal, state, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS-funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the <https://www.acf.hhs.gov/programs/ocs/resource/capacity-building-toolkits-for-faith-based-and-community-organizations>.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government-wide requirements for

Drug-Free Workplace for Financial Assistance are found in 2 CFR Part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at <http://www.gpo.gov/fdsys/pkg/CFR-2001-title45-vol1/content-detail.html>.

Debarment and Suspension

HHS regulations published in 2 CFR Part 376 implement the governmentwide debarment and suspension system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.sam.gov/>, although checking the EPLS is not required. More information is available at <https://www.acf.hhs.gov/grants-forms>.

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

Freedom of Information Act (FOIA)

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Such applications are frequently requested under the FOIA, consistent with the FOIA's requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal

privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at <http://www.acf.hhs.gov/submit-a-foia-request>.

Award Term and Condition under Title VI of the Civil Rights Act of 1964

Recipients of federal financial assistance must not discriminate on the basis of race, color, national origin, disability, age, and in some cases sex and religion. The HHS Office for Civil Rights provides guidance to grantees in complying with civil rights laws that prohibit discrimination.

www.hhs.gov/ocr/civilrights/understanding/index.html.

HHS provides guidance to recipients of federal financial assistance on meeting the legal obligation to take reasonable steps to provide meaningful access to persons with limited English proficiency.

www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html. Recipients must ensure their contractors and sub-recipients also comply with federal civil rights laws.

Award Term and Condition for Unpaid Federal Tax Liability

Grantees are subject to the requirement contained in Section 744 of the “Consolidated and Further Continuing Appropriations Act, 2015,” (Pub.L. 113-235, Title VII, General Provisions – Government-Wide), which says “None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.”

Other Administrative and National Policy Requirements

For information on the OHS’s Head Start Program Performance Standards, Head Start for School Readiness Act of 2007, program instructions, information memoranda, policy interpretation questions, please visit the following website: ECLKC/Policy and Regulation (<http://eclkc.ohs.acf.hhs.gov/hslc/standards>).

For information on the OCC’s program instructions, information memoranda, policy interpretation questions, technical bulletins, and CCDF reports and reporting requirements, please visit the following website: OCC’s Policy and Program Resources (<http://www.acf.hhs.gov/programs/occ/resource-library>).

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

Performance Progress Reports (PPR)

Notice of Award (NoA) documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period. Final program performance reports are due 90 days after the close of the project period.

For awards that implement the use of the ACF-OGM-SF-PPR, the form is available under "Reporting, Disclosures, and other Standard Forms" at <http://www.acf.hhs.gov/grants/forms#chapter-4>.

Federal Financial Reports (FFR)

ACF grantees are required to use the SF-425 Federal Financial Report (FFR) for expenditure reporting. SF-425 reports will be due as frequently as is required in the terms and conditions of their award using due dates from reports to PMS. The SF-269 is no longer accepted for expenditure reports. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by ACF. As a result, a recipient that receives awards from more than one federal program may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates. **A final cumulative SF-425 is due 90 days after the close of the project period.**

For budget periods ending in the months of:	The FFR (SF425) is due to ACF on:
January 01 - March 31	April 30
April 01 - June 30	July 30
July 01 - September 30	October 30
October 01 - December 31	January 30

The SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, is available at http://www.whitehouse.gov/omb/grants_forms.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Performance Progress Reports:	Quarterly
Financial Reports:	Semi-Annually

Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

Tangible Property Report (SF-428)

All ACF grantees are required to submit the Tangible Personal Property Form (SF-428). The SF-428 is a standard form used to collect information related to tangible personal property: equipment with a unit cost of \$5,000 or more, and residual supplies with an aggregate fair market value exceeding \$5,000. The form consists of the cover sheet and three attachments to be used as required by the terms and conditions of the award: Annual Report; Final Report and a Disposition Request. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information. The form is available at http://www.whitehouse.gov/omb/grants_forms.

Real Property Status Report (SF-429)

All ACF grantees are required to submit the Real Property Status Report SF-429, if applicable. The SF-429 is a standard report to be used by recipients of federal financial assistance to report real property status or to request agency instructions on real property that is provided as Government Furnished Property (GFP) or acquired (i.e., purchased, constructed, or renovated) in whole or in part under a Notice of Award. This form consists of the cover sheet and three attachments to be used as frequently as required in the terms and conditions of the award: General reporting (SF-429A, Attachment A), Request to Acquire, Improve or Furnish (SF-429B, Attachment B), or Disposition or Encumbrance Request (SF-429C, Attachment C). The forms are available at <http://www.whitehouse.gov/omb/grants/forms>.

Reports on activities should reflect both OHS and OCC funding streams.

VII. Agency Contacts

Program Office Contact

Sharon Yandian
Administration for Children and Families
Office of Head Start
1250 Maryland Ave SW
Washington, DC 20024
Phone: (888) 242-0684
Email: OHSTech@reviewops.org

Office of Grants Management Contact

David Kadan
Administration for Children and Families
Office Of Grants Management
370 L'Enfant Promenade, SW
Aerospace Building - 6th Floor East
Washington, DC 20447
Email: ACFOGMREGE-grants@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) <http://www.hhs.gov/>.

HHS Grants Forecast <http://www.acf.hhs.gov/hsgsgrantsforecast/index.cfm>.

Administration for Children and Families (ACF) <http://www.acf.hhs.gov/>.

ACF Grants Homepage <https://www.acf.hhs.gov/grants>.

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa/>.

ACF "How to Apply for a Grant" <https://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page through <https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov Forms Repository webpage at http://www.grants.gov/web/grants/forms/sf-424-family.html](http://www.grants.gov/web/grants/forms/sf-424-family.html).

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at <http://www07.grants.gov/web/grants/support/technical-support/accessibility-compliance.html>.

Code of Federal Regulations (CFR) <http://www.gpo.gov/fdsys/>.

The *Federal Register* <https://www.federalregister.gov/>.

United States Code (U.S.C.) <http://www.gpo.gov/fdsys/>.

The following OCC and OHS websites offer webinars, tools, and resources:

- Child Care Technical Assistance Network (<https://childcareta.acf.hhs.gov>)
- Head Start Early Childhood Learning and Knowledge Center (<http://eclkc.ohs.acf.hhs.gov/hslc/hs>)

OHS Regional Training and Technical Assistance Network - Fed Biz Opps Solicitation- <https://www.fbo.gov/index?s=opportunity&mode=form&id=c6ea1c96844e25a0893cdd3351c04c98&tab=core&cview=1>

ACF Early Childhood Technical Assistance System <http://www.acf.hhs.gov/programs/ecd/interagency-projects/ece-technical-assistance>

Application Checklist

What to Submit	Where Found	When to Submit
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application"	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.

	<p>page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is available in the electronic application kit at Grants.gov</p> <p>and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	
<p>SF-424A - Budget Information - Non- Construction Programs and</p> <p>SF-424B - Assurances - Non-Construction Programs</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>These forms are required for applications under this FOA:</p> <ul style="list-style-type: none"> • Projects that include only non-construction activities must submit the SF-424A 	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>

	<p>and SF-424B, along with the SF-424 and SF-P/PSL.</p>	
Certification Regarding Lobbying (Grants.gov Lobbying Form)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</p>
SF-424 Key Contact Form	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>
Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services	<p>Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372</p> <p>http://www.whitehouse.gov/omb/grants_s poc/</p> <p>as indicated in <i>Section IV.4.</i></p>	<p>Submission of application materials is due to SPOC by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>

Programs and Activities"	<p><i>Intergovernmental Review</i> of this announcement.</p> <p>The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the SF-424 at item 19.</p>	
Resumes	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3.</i></p>
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	<p>Referenced in <i>Section III.3. Other</i> in the announcement.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>To register at SAM, go to http://www.sam.gov.</p>	<p>A DUNS number and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
SF-Project/Performance Site Location(s) (SF-P/PSL)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
SF-424 - Application for Federal Assistance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p> <p>Do not attach required</p>

	<p>Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	<p>application elements or additional pages to the SF-424 at Questions 14 or 15! See Section IV.2. Formatting ACF Applications.</p>
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in <i>Section IV.2. Project Description</i> .	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i> . If not available at the time of application submission, due by the time of award.
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3</i> . <i>Submission Dates and Times</i> . If it is not available at the time of application submission, it

		must be submitted prior to the award of a grant.
Indirect Cost Rate Agreement (IDR)	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i>.</p> <p>The IDR must be submitted with the application package.</p>	<p>If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>, it may be submitted prior to the award of a grant.</p>